

SHELTER HARBOR FIRE DISTRICT

ANNUAL MEETING

9:00 A.M., Saturday, August 13, 2016

St. Andrew Lutheran Church

East Beach Road

Charlestown, RI

DRAFT MINUTES

I. Call to Order

Moderator Tom Lloyd welcomed those present and called the meeting to order at 9:07 a.m. Board members present were Vivian Duff, Bob Hatfield, Michael McEntee, John Bruno, and Marianne Nardone. Rick Wiatrowski was excused for personal reasons. Also present were officers Nonie Price, Clerk; Glen Berwick, Treasurer; Harry Gregory, Tax Assessor and Collector, and Peter Ruggiero, Legal Counsel.

Tom Lloyd announced there was a quorum of Shelter Harbor voters with over 100 people present and 15 proxies.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

Board members were asked to stand to introduce themselves.

Tom Lloyd announced the Agenda will be altered so Vivian Duff, Beach Chair, could introduce and recognize Aaron Perkins and the

lifeguards. Aaron and two lifeguards, Kirk Dumas and Hannah Shilke, joined the meeting.

Aaron spoke about the first day of the beach opening on June 18, the day after training. Kirk was at the Inn beach and Hannah Shilke was at the Shelter Harbor beach. The day began well, but in early afternoon, a low flying plane approached the beach and tipped its left wing into the water. The lifeguards didn't hesitate. Kirk Dumas grabbed the pilot and got him to the ambulance. Both lifeguards were heroes that day adding they are nice people too. Aaron emphasized how the training was integral to the success of the rescue effort. Aaron thanked those present for having them.

The Moderator showed a video of the plane crash rescue on the Weekapaug beach in June.

Vivian Duff gave a token of appreciation from the SHFD to Aaron and lifeguards for a pizza party.

III. Moderator's Comments

Tom advised that he believes there is a fire contract in force from June 2015 to June 2021 adding there may be adjustments over the contract period that will benefit the SHFD. Mark Pratt, John Bruno, and Bob Hatfield were thanked for their work on the contract. Tom thanked Ted See from Shady Harbor for his help with various

scenarios that benefited our community and his.

Aquaculture continues to be an issue in the area. Applications for expansions are often made and this is something ongoing that will be monitored.

Tree overgrowth is incredible. The SHFD plans to do some tree trimming this fall. There are some dangerous corners in the district, and Tom asked owners to please do some trimming.

Mike Van Vranken will comment later about the Shelter Harbor Conservation Society. John Bruno will comment later about the Harbor Commission.

Tom asked residents to pick up after their dogs.

People are speeding on Wagner and were asked to slow down when driving in the community!

IV. Approval of the Draft Minutes from the Annual Meeting, August 8, 2015

A motion was made from the floor and seconded to approve the Minutes from the August 8, 2015 Annual Meeting. There was no discussion. The vote resulted in unanimous approval of the Minutes.

V. Appointment of Parliamentarian

Joe Rucci has agreed to serve as Parliamentarian and was duly appointed.

VI. Announcements:

A. Moment of Silence in Remembrance: H. C. Osborn; Ben Spector

B. Introduction of New Residents: Tommy and Christine Barnard, 69 Verdi Road; Michael and Laura Blessing, 8 Gershwin Road; Raymond and Mary Buckley, 21 Grieg Road; Mary Chevalier and John Kelly, 54 Wagner; Todd and Eileen Doyle, 34 Donizetti; Phillip K. Leffert and Margaret Manfredi Leffert, 59 Wagner Road; Gary Lovesky and Elaine Polaski, 13 Gounod Road

THE MODERATOR ACKNOWLEDGED THE FOLLOWING PERSONS FOR THEIR VOLUNTEER SERVICE TO THE SHELTER HARBOR COMMUNITY DURING THE PAST YEAR:

C. Thanks to Liz Miller for producing the 2016 Directory

D. Thanks to Bob Duff for updating and managing the SHFD website

E. Thanks to Marianne Nardone and Tracey Pontarelli for assembling the Community Functions flyer and for organizing the Community

Events for 2016

F. Thanks to Bob and Heidi Palumbo for running the logo wear

G. Thanks to Jack Hardick for conducting the annual audit of the SHFD finances

H. Thanks to Roland Hellwig for donating his time and effort to help Karen Matheson and team maintain the Beanpot gardens on Wagner Road and at Grove Dock

Tom added a special thank you to Roland as he does many tasks around Shelter Harbor. He does many tasks without compensation.

I. Thanks to Phyllis Visnauskas and Brenda Manning for organizing the SHFD Ladies' Luncheon

J. Thanks to Rochelle Levins for organizing the Thursday mornings Mah Jongg gatherings

K. Thanks to Marianne Nardone, Tracey Pontarelli, and several other volunteers for planning the 4th of July Weekend Activities

L. Thanks to Ken and Tracey Pontarelli for the Run/Walk tee shirts!

M. Thanks to Jayne Staley and the Lloyd family for use of the Landing for 4th of July activities

N. Thanks to Joe and Joey Micelli for the summer tennis tournaments and Bruno and Mary Di Cecco for being our SHFD tennis agents

O. Thanks to Helene Hardick and Mary Harrop for organizing the Adult Cocktail Party

P. Thanks to John Bruno for the Westerly Band Concert

Q. Thanks to Karen and Nick Manuzzi for organizing the “Pond Paddle”

R. Thanks to Carl and Val Blume for organizing the Social Hour after the Annual Meeting

S. Thanks to Marianne and Peter Nardone and Team for their work on the Annual Beach Party

T. Thanks to Mark Kane for organizing and running the Shelter Harbor Kids' Fishing Derby

U. Thanks to Rochelle and Jim Levins for the Harborlicious Friday Cocktail Parties at Harbor Field

V. Thanks to Steve and Karen Matheson for coordinating Dinner for 8

W. Thanks to Mark Pratt for being the Finance Committee chair for over 20 years and running the July 4th Run/Walk for 16 years!

X. Thanks to ALL SHFD Volunteers for their efforts to make SH a wonderful place

VII. Report of the Tax Collector

Harry Gregory, Tax Collector, shared his report highlighting all taxes have been collected for this year and all prior years. For de minimis amounts, he requested the Treasurer write them off. There will be a tax resolution later in the meeting which will then require advertizing to collect the taxes.

A motion to approve the Report of the Tax Collector was made by Vivian Duff and seconded by John Bruno. In a brief discussion, a question was asked about the limit of the de minimis write off. The answer was \$20 or less, while most amounts were 20 cents to \$1.50. All present voted in favor and the report was accepted.

VIII. Report of the Treasurer

Glen Berwick, Treasurer, commented that the Annual Meeting Packet included three financial statements; (1) Balance Sheet reflecting total assets (comprised mostly of cash in banks) of \$217,300, with the only liability being a Surety Bond Deposit, (2) Funds Statement showing our total surplus in 4 accounts - Litgation, Capital Reserve, Logo Wear, and Undesignated, and (3) Profit and Loss Statement indicating

an approximate \$10,500 profit for the year attributable to the fact that while we incurred an approximate \$9,500 unanticipated storm clean up expense last Fall, our Committees and Agents managed to keep expenditures well under budget, along with the fact that our Fire Protection contract had not been finalized by our Annual Meeting date. Glen asked for a motion to approve his report. John Bruno duly made the motion, with Vivian Duff seconding. There was no discussion. All present voted in favor and the report was accepted.

IX. Report of the Auditor

Jack Hardick reported that he examined the financial records of the SHFD for the fiscal year ending June 30, 2016. Jack stated that in his opinion, the financial statements fairly present the financial position at that date and the results of operations for the fiscal year then ending.

Tom Lloyd asked for a motion to accept the Report of the Auditor. Mark Pratt duly made the motion with a second from the floor. There was no discussion. All present voted in favor and the report was accepted.

Jack was thanked for his hard work on this report. Due to Rhode Island laws, an audit is required and without his help it would cost the District thousands of dollars each year.

X. Comments on Reports of Committees and Agents

A. Beach

Before sharing her report, Vivian Duff began by acknowledging and thanking Tom Lloyd for the time and effort in all he does for the District.

In her report, Vivian advised that Shelter Harbor had a successful, though scary, start to the season. She continued by pointing out that what Aaron didn't share in his presentation was that a new lifeguard was also present the day of the plane crash on the water. She added there was another incident on the Weekapaug breachway where a couple of the lifeguards and civilians were able to save those needing a rescue. Vivian pointed this out as a lesson to all to listen when lifeguards say there's a rip current and heed advice about swimming. This year, the Weekapaug Beach Committee Chair was asked if Shelter Harbor and Weekapaug could join together to combine lifeguards to rotate among all four beaches, Fenway, Inn, Shelter Harbor, and Grove Dock. This arrangement has worked very well.

Marnie Talamona, a new member of the Beach Committee was thanked for joining. Also, on the committee are Bob Hatfield, Rochelle Levins, Betty Waters, Mary Hardy, Bob Kelly, and Barbara Goodchild. All members were thanked for their efforts to attend meetings.

The Annual Beach Party will be next weekend and the bus will be

running. However, there is also parking at the WYC on the pond side of the lot. There will be no bus for Labor Day weekend due to schools opening.

Vivian asked for volunteers to help with the beach take down.

A question was asked about how lifeguard salaries are managed. Vivian answered that Shelter Harbor pays lifeguards every other week, while Weekapaug pays two times a month. This results in more of an administrative concern for Aaron than for the fire districts. Both fire districts wanted to have this arrangement to keep liability policies separate.

Tom gave a special thank you to Vivian who, he pointed out, has one of the more complicated committees due to communication with other fire districts. She was also thanked for her work to secure a beach bus for the season.

B. Beanpot Gardens

Karen Matheson's report is in the Annual Meeting packet. There was no further report today.

C. Bylaws

Joe Rucci had nothing to report regarding the Bylaws.

D. Community Functions

Marianne Nardone thanked Mary Harrop and Helene Hardick for their efforts to train Tracey Pontarelli and herself to take over the Community Functions work. Mary Harrop stood up and shared that they've done a nice job.

Marianne added there are a few more events this year with the Shelter Harbor Beach Party next weekend from 5 to 8:00 p.m. The flyer for this event was sent by email and is on the bulletin board. A few helpers are needed for set up and grilling.

Additionally, Marianne added there's also the End of Year Tennis Tournament, Fishing Tournament, and Harborlicious.

Please contact Marianne to help with any events.

E. Database

Nonie Price stated there's no change from her report, but emphasized the importance of residents making her aware of any email address changes given the District is increasingly using digital communication.

F. Directory

Liz Miller thanked Tom Lloyd, Nonie Price, and Harry Gregory for all they do to help with the process of updating the Directory. Liz requested getting a sense from those present if they wanted a printed

Directory annually. She offered three possibilities; no change in a professionally printed Directory every year, a professionally printed Directory every other year, or a totally digital version via the website.

Tom Lloyd took a poll of those present. The result was strongly in favor of no change in providing a professionally printed Directory every year.

G. Harbor Master and Assistant for Dinghies and Moorings, Boat Racks

John Bruno reported that the Harbor Management Plan has been turned over to the Westerly Town Council. He added there is a slight chance it will be acted on in August. John said the report was very well written and he was hoping it would be acted on. He also added that if residents are needed at a Harbor Management Meeting, an email blast will be sent.

John wanted residents to know that any moorings without a boat will be removed under the plan.

A lobster buoy with a mooring has to be removed.

If any residents had a new mooring installed, they will need to get the second part of the paperwork back to John, so the Town of Westerly will know who to bill when the plan goes into effect.

Small Boat Racks.

Bob Hatfield's small boat rack report was contained in the Annual Meeting packet. Bob added we are winding down the year and all boats need to be off the racks before departing for the season and definitely by December 1. The reason for this is it protects the boat racks and deters theft.

Following the meeting the combination at Point Dock will be changed to CRAB .

H. Finance

Mark Pratt thanked the members of his Committee, Jim Brower, Clay Howland, Jack Manning, Stuart Graham, Harry Gregory, and Glen Berwick. He advised that a new chairman is needed for the Committee. The Committee unanimously recommended a budget of \$228,220 for the fiscal year ending June 30, 2017. This budget is an increase over last year, but only by one percent. The primary driver for the budget increase is fire protection. Mark added we are paying more for fire protection than previously, though there's no other alternative. Dunn's Corners does provide excellent fire protection.

The SHFD Grand List for the fiscal year ending 6/30/17 is \$174,214,200, down 2% from the prior year due to periodic tax reassessment by the Town of Westerly. The proposed budget would require a mil rate of 1.31, a 3.1% increase over the 1.27 mil rate charged in the prior year.

In the report distributed in the Annual Meeting packet, there's a Capital Reserve reconciliation for upcoming capital expenditures. The greatest cost will be for the roads which has been allocated adequately.

A question was asked about using the Capital Reserve Fund for tree trimming. The answer was that tree trimming in SHFD is way overdue and it won't be an annual expense. The Capital Reserve Fund is not used for regular annual expenses. Vivian Duff duly made a motion to accept the Finance Committee report and approve the budget. John Bruno seconded the motion. There was no discussion. The budget and Finance Committee reports were accepted unanimously by those present.

Tom wanted to take a moment to thank Mark for his work as Chair on the Finance Committee. Tom complimented Mark for his strong principles and his friendship and that the neighborhood has benefited from these qualities. Mark created the Finance Committee and he's put together a process and a ten-year process plan. It will be relatively easy for a new committee chair to step into this role. He was thanked for being a great neighbor and friend.

I. Public Access Defibrillator

Alan Ledbetter stated he didn't have anything to add to his report.

A question was asked about the AED at the Inn and if it was working.

The SHFD owns the unit and it is working.

J. Roads

Jack Waters reported that the snow plow budget was underspent. There was no patching of roads needed. Jack added, on average the roads are resurfaced every ten years. The SHFD sponsored the 15th annual brush pickup. A good amount of brush is picked up every year.

Tree trimming will be done on Shelter Harbor roads only. The Board appointed an Ad Hoc Committee with John Bruno, Michael McEntee, Steve Sweeney, Rochelle Levins serving as members, with Jack as Chair. The Ad Hoc Committee will give their recommendation to the Board at the next regular SHFD Board Meeting.

There was a question about patching a section of Handel. It was decided not to patch that section.

In an answer to a question, Jack said that so far there has not been any coordination for tree trimming personal properties with the SHFD tree work.

Tom Lloyd thanked Jack for handling this job for so many years.

K. Safety and Security

Alex Platt is the Safety and Security agent. There is a report in the

Annual Meeting materials. The combination to the lock at Point Dock will be changed following this meeting to CRAB (2722).

A question was asked if there could be a safety and security email and phone number on the website for residents to contact.

A question was asked if there is a policy about golf carts on SH roads. Tom Lloyd responded that there is no policy and the Town of Westerly has a regulation against unregistered vehicles on the roads. The Board will look into this issue.

Residents need to do their due diligence in being aware to notice anything strange, to challenge it, and contact the police.

L. Tennis

Mary Di Cecco reported that net post repairs have been completed. Pressure washing on the courts has not been done and will be postponed until spring. The tennis tournament is next week. Mary extended a special thank you to Oskar Hellwig for repairing the tennis court net. Mary thanked the tennis group members, Joe Micelli, Judy Kelley, Bruno Di Cecco, and Helen Romano. The code for the lock at the courts is 7482.

M. Website

Bob Duff reported that his report stands as is and requested anyone wanting to join should email him at: duffr@yahoo.com

XI. Actions Required of the Meeting

A. Approval of the Budget F/Y 2016-2017

1. Resolution to Assess and Collect Taxes

Harry Gregory read the Resolution to Assess and Collect Taxes. (See Exhibit 1 below.) Mark Pratt duly made this motion, seconded by Vivian Duff. There was no discussion. The resolution carried unanimously by voice vote.

B. Election of Officers F/Y 2016-2017

- 1. Moderator – Tom Lloyd (incumbent)**
- 2. Treasurer – Glen Berwick (incumbent)**
- 3. Tax Collector/Assessor – Harry Gregory (incumbent)**
- 4. Clerk – Nonie Price (incumbent)**

Tom Lloyd advised that there are four officers running for re-election and requested a motion to vote on them as a whole slate. The motion and second were made from the floor. There was no discussion. All present approved the motion unanimously by voice vote.

C. Elections of Members of the Board of Governors (two positions)

1. John Bruno (incumbent)

2. Vivian Duff (incumbent)

Tom Lloyd advised that every year two members are elected to the Board. This year we have two members who are eligible to run again. There was a motion made and seconded. There was no discussion. All present unanimously approved the election of John Bruno and Vivian Duff to serve on the Board.

XII. Old Business

A. None

There was no Old Business.

XIII. New Business

A. Motion on ByLaws Amendment

Tom Lloyd called on John Bruno, the maker of the Motion on the Bylaws Amendment.

John Bruno withdrew the motion. Glen Berwick, as seconder, agreed to withdraw his second of the motion. Joe Rucci said that since the motion was withdrawn, there can be no discussion. The issue will be reviewed and possibly discussed at a future Annual Meeting.

B. Motion on Shelter Harbor Inn Purchase

Mike Van Vranken was called on regarding his motion on the Shelter Harbor Inn purchase. Mike stated he wanted to withdraw his motion. Glen Berwick agreed to withdraw his second.

Tom Lloyd stated an update on the Inn will be given in Public Comment. Further, Tom mentioned that this motion was made due to the time constraints of notifying residents for actions of the Annual Meeting.

XIV. Public Comment

Mike Van Vranken said the Shelter Harbor Conservation Society (SHCS) had its annual meeting the previous Saturday adding if there are any new residents who would like to join, to please contact Barbara Ledbetter, or himself. Much of the communication is done online. There are children's events, and a fishing derby. Further, Mike thanked Alec Asten and Judy Colluci who have left the board. Kevin Lenihan and Margaret Leffert have joined the board. There is a strategic planning group in the SHCS. They approach homeowners who may want to sell land. This is how they got into planning around the inn. The health of the pond is another matter the SHCS works on. The dredging of the pond was planned for 2017. There is a grant for permits, though there is not enough money and dredging is not likely to happen before 2018. The SHCS is planning plantings to help with deterring beach goers from the general public using kayaks to reach the beach. If anyone wants to donate land to the SHCS, speak with him. Forest trails are open. Michael McEntee was thanked for his

efforts on this. Residents were encouraged to join the SHCS.

Tom Lloyd thanked Mike for his efforts and leadership.

Kristen Mugford was introduced to those present by Tom Lloyd. He said Kristen, her husband Steve, and Tracey and Ken Pontarelli have taken a leadership position in trying to purchase the Shelter Harbor Inn. Tom advised that there was an announcement of a foreclosure auction for August 25 for the Shelter Harbor Inn.

Kristin shared information and potential plans for the Inn. There were several questions from the floor to which Kristin responded.

Tom Lloyd thanked the Mugfords and Pontarellis for their leadership. Further, Tom asked if anyone would like to help, they should contact Michael McEntee.

Michael McEntee asked residents to contact him at michael.mcentee@cox.net. Michael is not raising money he is just organizing information.

Tom Lloyd stated the Weekapaug Inn is doing a fireworks display on August 26. The beach parking lot has to be vacated by 6:00 p.m. for the trucks to set up the fireworks.

Rochelle Levins said there's a group of women who have worked to preserve the historical aspect of the District. She asked if there are

any materials that residents would like to contribute to an archival safe for the future she'd welcome it. To date, 350 copies of the book **Musicolony The Road To Shelter Harbor**.

A request was made of homeowners to use their own garbage receptacles for dog waste.

A question was asked about the wildlife refuge on Nopes Island. Tom Lloyd advised that there are multiple property owners of property on the barrier beach and most are looking to gain the capability to have enforcement on the barrier beach. There is currently a Memorandum of Understanding with the U.S. Fish & Wildlife Service (USFW) for management of wildlife. U.S. Fish & Wildlife has been approached to help with enforcement. The USFW is putting in force a wildlife refuge named the Great Thicket National Wildlife Refuge. This refuge as planned, spans an area from Maine to New York. The various property owners are in the early stages of looking at this to see if there is any ability to have enforcement. It appears that the two options are 1) each property owner could execute a lease with US Fish & Wildlife, or 2) have property owners band together to hire a security presence.

Margaret Leffert suggested pulling together a volunteer group to monitor traffic going down the Sand Trail.

Heidi Palumbo asked about orange marks on trees and whether

they'd be coming down.

XV. Adjournment

A request for adjournment was made from the floor. The motion was seconded. There was no discussion. All present voted in favor and the SHFD 2016 Annual Meeting was adjourned at 11:24 a.m.

Recorded by,

Nonie Price, SHFD Clerk

EXHIBIT 1

Shelter Harbor Fire District

RESOLUTION re Tax Assessment and Collection

July 1, 2016 – June 30, 2017 Fiscal Year

RESOLVED: That the voters of the Shelter Harbor Fire District assembled in annual meeting on August 13, 2016, hereby order the assessment and collection of a tax on the ratable real estate within the district of:

\$228,220

based upon a tax rate of \$1.31 / \$1,000 of assessed value for the purposes of, including, but not limited to, paying the accounts of the district for fire prevention, for the repair of roads, docks and walks, for the payment of services rendered by officers and employees of the district, for the payment of general bills and all other legal obligations or indebtedness of the district.

The assessors of taxes shall assess and apportion a tax on the ratable real property in the district as of the 31st day of August 2016, at 12 o'clock noon, and shall date, certify and sign the assessment, and deliver it to the Collector of Taxes of the district on or before the 1st day of September, 2016, and this tax shall be payable by 30th day of September, 2016. All taxes remaining unpaid on October 1st, 2015, shall carry a penalty at the rate of twelve percent (12%) per annum until paid.